

April 16, 2015

Vahan Grigorian  
317 West Windsor Road  
Glendale, CA 91204

**RE: PARKING EXCEPTION CASE NO. PPPEX 1500629  
433 FERNANDO COURT, GLENDALE, CA 91204  
DIRECTOR OF COMMUNITY DEVELOPMENT REVIEW**

Dear Mr. Grigorian:

Pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.32.020, the Director of Community Development has processed an application for a Parking Exception for the property located at **433 Fernando Court**, Glendale, CA 91204. The application is hereby **APPROVED**, based on the following analysis and findings, and subject to the conditions of approval.

#### **PROJECT PROPOSAL**

The proposed project consists of converting an existing 5,995 square-foot manufacturing use to an office use for a limousine dispatch business. The parking exception request is to allow the change of use without providing the required number of parking spaces per Zoning Code regulations. As proposed, the project will result in a four-space parking shortfall.

#### **SUMMARY AND BACKGROUND**

The project site is currently developed with a two-story, 5,995 square-foot commercial building and a five-space surface parking area, including one handicap parking space, at the front of the lot. The site is located mid-block on Fernando Court between San Fernando Road and the railroad tracks owned by Southern California Regional Rail Authority. The subject site is located in the IMU-R (Industrial/Commercial-Residential Mixed Use) Zone. In 1958, a building permit was granted for the construction of a one-story factory building and in 1960 it expanded to add the second-floor.

The applicant's request for a parking exception is to allow the change of use from manufacturing to office without providing the additional four parking spaces required by code. In accordance with Glendale Municipal Code (GMC) Section 30.32.050, the previous 5,995 square foot manufacturing use would require a total of 12 parking spaces. The proposed change of use to an office will require 16 parking spaces by Code, resulting in a shortfall of four parking spaces. However, of the existing 5,995 square-foot building, there is approximately 1,608 square feet of the existing building that is being proposed to be used as office space with the remainder of the building area to be used as an area to wash, detail and stock the limousine fleet. The 1,608 square feet of proposed office area would only require four parking spaces to be provided. The site is currently developed with a total of five parking spaces on-site, including one handicap parking space available.

## PARKING EXCEPTION REQUEST

In accordance with GMC Section 30.32.030, when a change of use requires more off-street parking than the previous use, additional parking spaces shall be provided equal in number to the difference between the total number of spaces required by the new use and the number of spaces required for the immediately previous use. In many cases, the strict application of the parking code to require full on-site parking for these uses is not practical and would prevent businesses from locating in the project area.

The applicant is requesting a parking exception to allow the conversion of an existing 5,995 square-foot manufacturing use to a new office use without providing the additional four code-required parking spaces.

Use(s)	Parking Required	Comments
Previous: 5,995 square foot Manufacturing use	2 spaces per 1,000 SF = 12 spaces	Pursuant to G.M.C. 30.32.030 a total of 12 spaces exist from the previous use based upon the 2 spaces/1,000 SF for the 5,995 square foot manufacturing use. Only the additional spaces need to be provided.
Proposed: 5,995 square foot Office use SF office	2.7 spaces per 1,000 SF = 16 spaces	Pursuant to G.M.C. 30.32.030, a parking credit is received for the 12 spaces attributed to the prior manufacturing use. The change of use to an office requires a net of 4 spaces.

## REQUIRED FINDINGS

After considering the evidence presented with respect to this application, the Director of Community Development has determined that Parking Exception Case No. PPPEX 1500629, a request to allow for the conversion of an existing 5,995 square-foot manufacturing use to a new office use without providing the additional four code-required parking spaces at 433 Fernando Court, meets the findings of Section 30.32.020 as follows:

**A. Parking spaces required for the proposed use or construction proposal cannot reasonably be provided in size, configuration, number of spaces or locations specified by the provisions of this title without impairment of the project's viability;**

The subject site is 7,500 square feet. It is located in the IMU-R Zone in the former San Fernando Road Corridor Redevelopment Project Area. The zoning allows for commercial, industrial, and residential development, including office uses. For the last eight years, the existing building has operated solely as a manufacturing business. The current proposal is to operate an office use for a limousine dispatch business. The proposed project consists of converting an existing 5,995 square-foot manufacturing building into an office use for a limousine dispatch business. As proposed, the change of use from manufacturing to office will result in a parking shortfall of four parking spaces.

The existing 5,995 square-foot commercial building is located on approximately two-thirds of the northern portion of the subject property. The southerly portion of the subject property is

an existing paved parking area with a total of five parking spaces, including one handicap parking space, and the driveway accessing the existing parking spaces. The applicant's request for a parking exception is to allow the change of use from manufacturing to office without providing the additional four parking spaces required by code. An office use is a permitted use in the IMU-R zone. As proposed, the change of use will result in a parking deficiency of four parking spaces, which cannot be accommodated onsite given the current building footprint and site plan. It is not possible to provide or create additional on-site parking spaces for the new use without significantly modifying the existing building and site plan. Furthermore, the adjacent properties are all developed and cannot accommodate additional parking area for off-site parking to serve the proposed use.

Therefore, the four required parking spaces cannot reasonably be provided on-site for the proposed redevelopment of the property without affecting the feasibility of the project.

**B. The parking exception will serve to promote specific goals and objectives of the adopted plans for the San Fernando Road Corridor Redevelopment Project Area and will be consistent with the various elements of the General Plan and will promote the general welfare and economic well-being of the area.**

This project is consistent with the intent of the goals and objectives of the former San Fernando Road Redevelopment Project area. The subject site and surrounding properties are zoned for a mix of industrial, commercial and residential uses. Applicable goals for the San Fernando Road Corridor include upgrading and improving existing industrial buildings which help maintain the tax base and attract a variety of business activities. The redevelopment plan calls for a mix of uses and the prevention of blighting influences in the project area. The proposed reuse of the existing building will enhance the economic vitality of the neighborhood and is compatible to the types of businesses located in the vicinity. A leased and occupied building is an important factor for the economic stability of the operator(s) and neighboring commercial uses. This continuity of operable businesses will help to revitalize this area, remove physical blight, and improve the economic welfare of the area.

An objective of the San Fernando Road Redevelopment Plan is to ensure that there is adequate onsite parking for all land uses in order to keep traffic, noise and parking impacts from negatively impacting adjacent business and residential neighborhoods. Approximately 1,608 square feet of the existing building will be used as office space which would only require four parking spaces to be provided per Code. The remainder of the existing building, approximately 4,387 square feet, will be used to wash, detail and stock the limousine fleet. This is ancillary to the primary use as a limousine dispatch office. Furthermore, unlike a typical office use, this business will receive no customers on-site. The five parking spaces will remain on-site and will accommodate the parking demand for the proposed use given the nature of the business and its operation.

The project is consistent with the various elements and objectives of the General Plan. The land use designation of the subject site is Mixed Use and is zoned IMU-R, where office uses are permitted. The Circulation Element classifies Fernando Court as a local street designed to provide access to adjacent properties and to carry traffic to arterials such as the adjacent Gardena Avenue, Los Feliz Road, and San Fernando Road. This street will be able to accommodate the incremental increase in traffic the proposed use would generate and is consistent with the Circulation Element. The site is not designated for a future park or open space in the Open Space and Conservation Element or the Recreation Element. The site is not in an active fault zone as shown in the Safety Element.

**C. The project involves exceptional circumstances or conditions applicable to the property involved, or the intended use or development of the property that do not apply generally to other property in the area;**

The existing building footprint where the proposed office use will be located covers most of the site, thus, limiting the possibility of altering the size or configuration of the structure to accommodate on-site parking. Currently, the project site is developed with a two-story, 5,995 square-foot commercial building located mid-block on Fernando Court originally built in 1958. The Code-required parking for all office uses in the IMU-R zone is 2.7 spaces per 1,000 square feet of gross floor area. The conversion of the existing 5,995 square-foot manufacturing use to an office use would result in a parking shortfall of four parking spaces, which cannot be provided on-site.

There are conditions applicable to the subject property and the intended use that do not apply generally to other property in the area. While the existing building is 5,995 square feet, there is only approximately 1,608 square feet of office space that is going to be used for the proposed limousine dispatch office. The remainder of the existing building area, approximately 4,387 square feet will be used to wash, detail and stock the limousine fleet. This is ancillary to the primary use as a limousine dispatch office and all proposed activities will be conducted within the building. Per code, the 1,608 square feet of office area would only require four parking spaces to be provided, where there are currently five parking spaces available on-site. In addition, unlike the typical office use, the subject site will not receive any customers on-site. The Public Works Division did indicate that on-street parking is in high demand in this project area. The existing development of the subject property including the five parking spaces currently on-site will adequately accommodate the needs of the proposed business based on these operational differences from a typical office use.

**D. There are mitigating circumstances whereby the exception will not be materially detrimental to the public welfare or injurious to property or improvements in the vicinity of the property or in the neighborhood in which the property is located.**

The proposed project consists of converting an existing 5,995 square-foot manufacturing use to an office use for a limousine dispatch business and will require an additional four parking spaces per the Zoning Code. While on-street parking in this area is in high demand, there are operational differences from a typical office use that will mitigate any concerns related to neighborhood impacts with the requested parking exception. The applicant has indicated that the business will operate Monday through Friday from 8:00 AM until 5:00 PM and on Saturdays from 8:00 AM until 1:00 PM. The surrounding uses in the immediate area include retail, personal service, residential, office, and warehousing and have similar operating hours to the proposed limousine dispatch office. Approximately 1,608 square feet of the existing building will be used as office space which would only require four parking spaces to be provided per Code. The remainder of the building area, which is about 4,387 square feet, will be used to wash, detail and stock the limousine fleet. This is ancillary to the primary use of the subject property. In addition, unlike a typical office use, the proposed limousine dispatch office will not receive any customers on-site. Based on the operational differences noted above, the existing five parking spaces on-site will adequately accommodate the needs of the proposed office use.

Lastly, pursuant to GMC Section 30.32.020, approval of the parking exception is valid so long as the land use remains the same as at the time of permit issuance. The approval of this Parking Exception permit does not run with the land. Accordingly, the parking provided

will be sufficient for the proposed use, and any potential future uses would need to obtain a new parking exception, if required.

Therefore, Parking Exception Case No. PPPEX 1500629 is hereby **APPROVED**, subject to the following conditions:

#### **CONDITIONS OF APPROVAL**

**APPROVAL** of this Parking Exception Permit shall be subject to the following conditions:

1. That the development shall be in substantial accord with the plans submitted with the application except for any modifications as may be required to meet specific code standards or other conditions stipulated herein to the satisfaction of the Director of Community Development. Nothing in this approval letter shall authorize the proposed project to deviate from any other Zoning Code requirements that are not specifically advertised in this application.
2. That all necessary licenses, approvals and permits as required from Federal, State, County or City authorities including the City Clerk shall be obtained and kept current at all times.
3. That the Parking Exception is valid only insofar as the specific use for which it was granted remains the same. The permit runs with the subject office use as long as there is no intensification of the use or that other uses proposed will not require more parking as provided herein as determined by the Director of Community Development. Intensification may include, but is not limited to, hours of operation, services or goods offered and mix of activities within the use.
4. That the applicant must adhere to the internal floor plan approved herein and shall not expand interior office space without the approval of the Director of Community Development.
5. That any other changes on this project shall be subject to review and approval of the Director of Community Development.
6. That a new Business Registration Certificate (BRC) be obtained for an office use.
7. That State Accessibility Standards be met for all parking requirements and building entrance accessibility as required by the Building and Safety Division.
8. That additional or other building code requirements or specific code requirements (i.e., CA Green Building Code) may be required upon submittal of plans for building plan check and permit.
9. That all signs require a separate sign permit.
10. That the facilities shall not be rented, leased or otherwise occupied for purposes not specified in this application.
11. That the applicant shall comply with all requirements of the Glendale Water and Power Engineering Department, as specified in their memo dated February 19, 2015, to the satisfaction of the Department Director.

12. That access to the premises shall be made available to all City of Glendale Planning and Neighborhood Services Division, Police Department, and Fire Department staff upon request for the purpose of verifying compliance with all laws and conditions of this approval.

#### **APPEAL PERIOD (effective date), TIME LIMIT, LAPSE OF PRIVILEGES, TIME EXTENSION**

The applicant's attention is called to the fact that this grant is not a permit or license and that any permits and licenses required by law must be obtained from the proper City and public agency.

Under the provisions of the Glendale Municipal Code, Title 30, Chapter 30.62, any person affected by the above decision has the right to appeal said decision to the City Council if it is believed that the decision is in error or that procedural errors have occurred, or if there is substantial new evidence which could not have been reasonably presented. It is strongly advised that appeals be filed early during the appeal period and in person so that imperfections/incompleteness may be corrected before the appeal period expires. Any appeal must be filed on the prescribed forms within fifteen (15) days following the actual date of the decision. Information regarding appeals and appeal forms will be provided by the Permit Services Center (PSC) or the Community Development Department (CDD) upon request and must be filed with the prescribed fee prior to expiration of the 15-day period, **on or before May 1, 2015**, at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday thru Friday 7:00 a.m. to 12:00 p.m., or at the Community Development Department (CDD), 633 East Broadway, Room 103, Monday thru Friday 12:00 p.m. to 5 p.m.

#### **APPEAL FORMS available on-line: <http://www.glendaleca.gov/appeals>**

To save you time and a trip - please note that some of our FORMS are available on line and may be downloaded. AGENDAS and other NOTICES are also posted on our website. Visit us.

#### **TRANSFERABILITY**

This authorization runs with the land or the use for which it was intended for and approved. In the event the property is to be leased, rented or occupied by any person or corporation other than yourself, it is incumbent that you advise them regarding the conditions and/or limitations of this grant.

#### **VIOLATIONS OF THESE CONDITIONS**

Violations of conditions required by this determination may constitute a misdemeanor or infraction under section 1.20.010 of the Glendale Municipal Code (GMC) and/or a violation of other local, State or Federal laws or regulations. Unless a specific penalty is provided, any person convicted of a misdemeanor shall be punished by a fine not to exceed one thousand dollars (\$1,000.00), or imprisonment for a term not to exceed six (6) months, or by both fine and imprisonment. Infractions are punishable by a fine not exceeding the sum of five hundred dollars (\$500.00) for each violation.

Violations of conditions required by this determination may be grounds for a revocation.

## REVOCATION, CONTINUING JURISDICTION

Section 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over variances, administrative use permits, and conditional use permits (individual cases heard and decided upon by the Planning Hearing Officer).

To consider the revocation, the Community Development Department shall hold a public hearing after giving notice by the same procedure as for consideration of a parking exception permit at least ten (10) days notice by mail to the applicant or permittee. Continuing jurisdiction over any case is the purview of the Director of Community Development.

### GMC CHAPTER 30.41 PROVIDES FOR

**TERMINATION:** Every right or privilege authorized by an administrative use permit shall terminate two (2) years after the granting of such, unless the exercise of such right or privilege has commenced in good faith prior to such time, except as otherwise provided for.

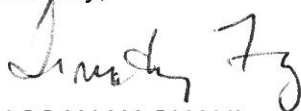
**EXTENSION:** An extension of the administrative use permit may be requested one time and extended for up to a maximum of one (1) additional year upon receipt of a written request from the applicant and demonstration that a reasonable effort to act on such right and privilege has commenced within the two (2) years of the approval date. In granting such extension the applicable review authority shall make a written finding that neighborhood conditions have not substantially changed since the granting of the administrative use permit.

### NOTICE – subsequent contacts with this office

The applicant is further advised that all subsequent contact with this office regarding this determination must be with the case planner. This would include clarification, verification of condition compliance and plans or building permit applications, etc., and shall be accomplished **By Appointment Only**, in order to assure that you receive service with a minimum amount of waiting. You should advise any consultant representing you of this requirement as well.

Should you have any questions regarding this issue, please do not hesitate to contact the case planner, Vista Ezzati at (818) 937-8180 or [vezzati@glendaleca.gov](mailto:vezzati@glendaleca.gov).

Sincerely,



HASSAN HAGHANI  
Director of Community Development

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CC: City Clerk (K.Cortez); Police Dept. (S.Bickle/Z.Avila); City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Prevention Engineering Section-(D.Nickles); City Engineer and Traffic & Transportation Section (Roubik Golanian/G.Tom); Director of Public Works and General Manager for Glendale Water and Power (S.Zurn); Glendale Water & Power--Water Section (R.Takidin); Glendale Water & Power--Electric Section (M.Kelley / M.Jackson); Parks, Recreation and Community Services Dept. (E.Tatevosian); Neighborhood Services Division (A.Jimenez); Integrated Waste Management Admin.

(D.Hartwell); Maintenance Services Section Admin. (D.Hardgrove); Street and Field Services Admin.; Environmental Management (M.Oillataguerre);and case planner - Vista Ezzati.

CITY OF GLENDALE  
**INTERDEPARTMENTAL COMMUNICATION**

**DATE:** February 19, 2015

**TO:** Vista Ezzati, Community Development Department

**FROM:** Gerald Tom, GWP Water Engineering  
Varoojan Avedian, GWP Electrical Engineering

**SUBJECT: 433 Fernando Court**

Glendale Water & Power (GWP) Engineering has reviewed the Parking Exception request for a total of 5.3 spaces.

Requirements are as follows:

**Electric Engineering**

**Customer Service (818) 548-3921**

- Additional comment(s) and/or attachment(s).  
Project is responsible for contacting GWP Customer Service Engineering at 818-548-3921 to request a site meeting in order for GWP to verify the proposed interior walls will not impede on the working clearances for the existing electrical meter panels that are located inside the building.

**Fiber Optics (818) 548-3923**

- No conflict.

**Street Lighting (818) 548-4877**

- No Conflict

**Transmission & Distribution (818) 548-3923**

- No conflict.

**Water Engineering**

**Potable Water (818) 548-2062**

- Any water service or fire line connection, when no longer needed by the customer, must be permanently abandoned (disconnected at water main and water meter removed) by GWP following payment of the necessary fee.

**Recycled Water (818) 548-2062**

- No conflict.

**Backflow Prevention (818) 548-2062**

